User Guide

Revised Aug 2011

Introduction

This user guide is designed to provide basic instructions on how to access and use the main functions of the **TRaCIO** soft skills toolkit.

There are three user categories described in this guide:

- Provider Administrator
- Learner
- Advisor

This guide is split into the sections shown below and describes how each category of user will use the toolkit:

- Introduction Page 2
- Provider Administration and Setup Page 3
- Change Password Page 4
- Add / Delete a Centre Page 4
- Add / Delete an Advisor Page 5
- New User Registration Page 6
- Add New User Page 7
- Learner Activity Page 8
- Learner Results Page 12
- Advisor Activity Page 14
- Advisor Results Page 18
- Reports Page 21
- TRaCIO Issues Report Form Page 24
- Appendix 1 – Statements Page 25
- Appendix 2 – Calculations Page 28
- Appendix 3 – New Features Page 30

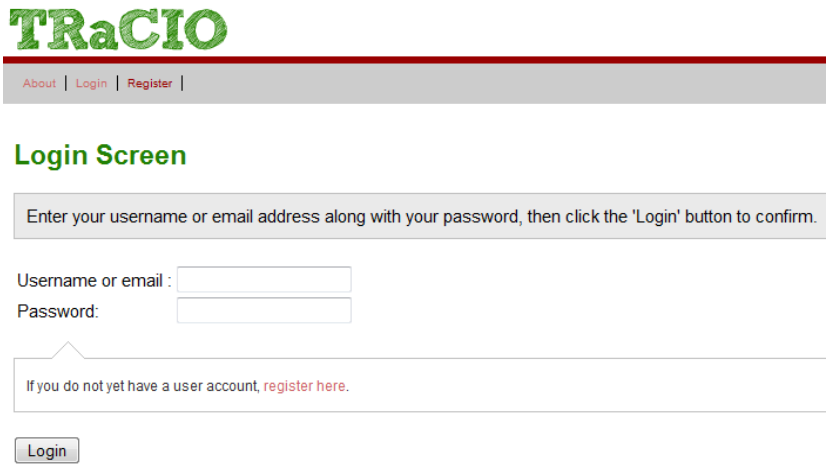
***NOTE**: It is important that you complete the initial provider setup before allowing your learners and advisors to use the toolkit. Please make sure that if you wish to use this toolkit with multiple centres you must add these prior to learners and advisors registering to use the system.*

Provider Administration and Setup

TRaCIO is accessed via the following URL: https://tracio.rsc-wales.ac.uk/

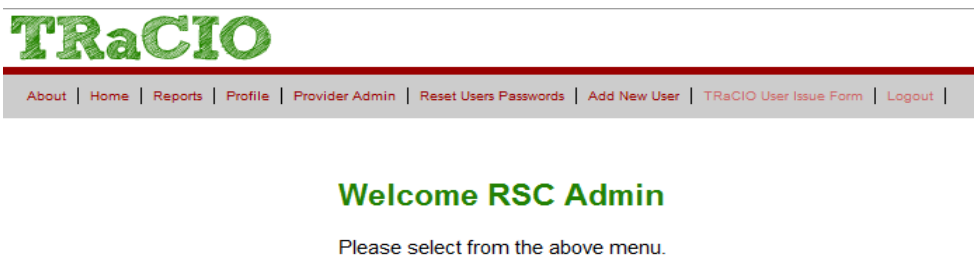
Opening Screen

Click on the *Login* button to enter the admin username and password you have been allocated:


TRaCIO
About | Login | Register |
Login Screen
Enter your username or email address along with your password, then click the 'Login' button to confirm.
Username or email :
Password:
If you do not yet have a user account, register here.
Login

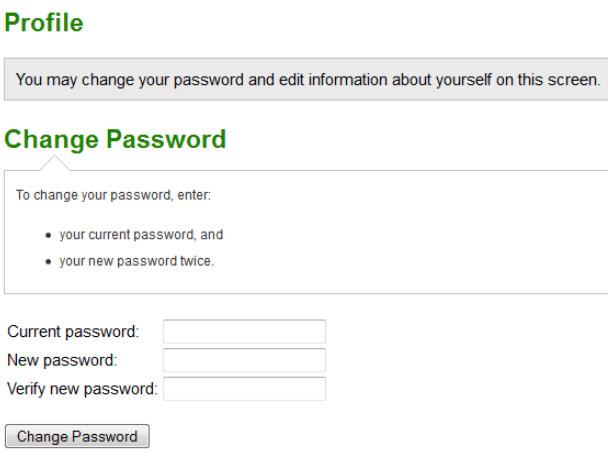
Provider Administration Home Page

There are several options available here, *Reports, Profile, Provider Admin, Reset User Passwords, Add New User and TRaCIO User Issue Form.* Explanations of all these functions are covered below except for *Reports* and *TRaCIO User Issue Form* which are covered separately.


TRaCIO
About | Home | Reports | Profile | Provider Admin | Reset Users Passwords | Add New User | TRaCIO User Issue Form | Logout |
Welcome RSC Admin
Please select from the above menu.

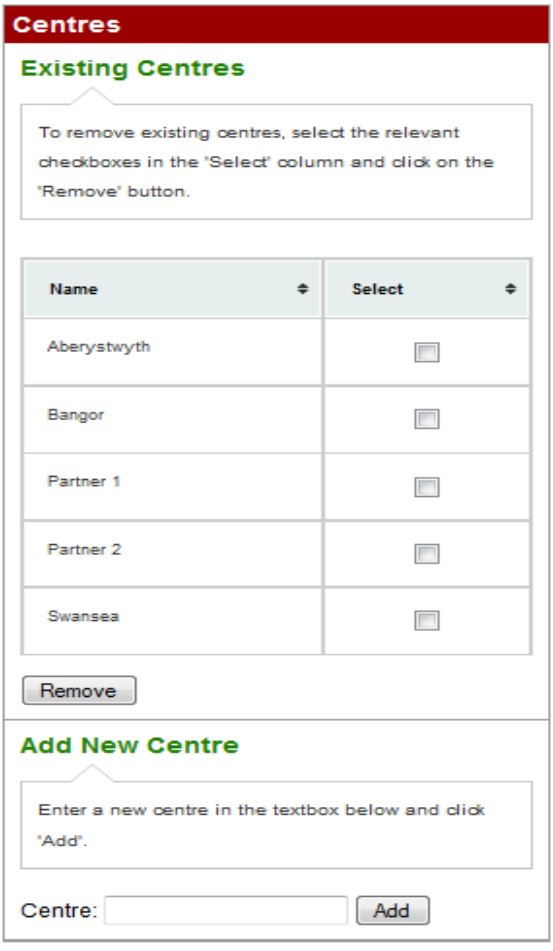
Profile

The first and most important activity is to change the temporary admin password you have been allocated. Click on *Profile* from the top menu of options. Select *Change Password* when complete.



Provider Admin

Clicking on *Provider Admin* from the top menu allows the administrator to add/remove Advisors and Centres to your organisational account.



To Add a Centre

Adding centres to your TRaCIO account will enable you to produce reports based on individual centres.

To add a centre to your provider account enter the centre name in the *Add New Centre* box, click *Add*.

Existing Centres will now contain a list of the centres you have added to the system.

If you have no additional centres then you can simply ignore this feature.

To remove a centre put a tick on the box alongside the centre and select the *Remove* button.

Add an Advisor

In the *Add New Advisor* section enter *First Name, Surname* and *Email Address* for each Advisor and click on the *Add* button to add the advisor to your list of advisors.

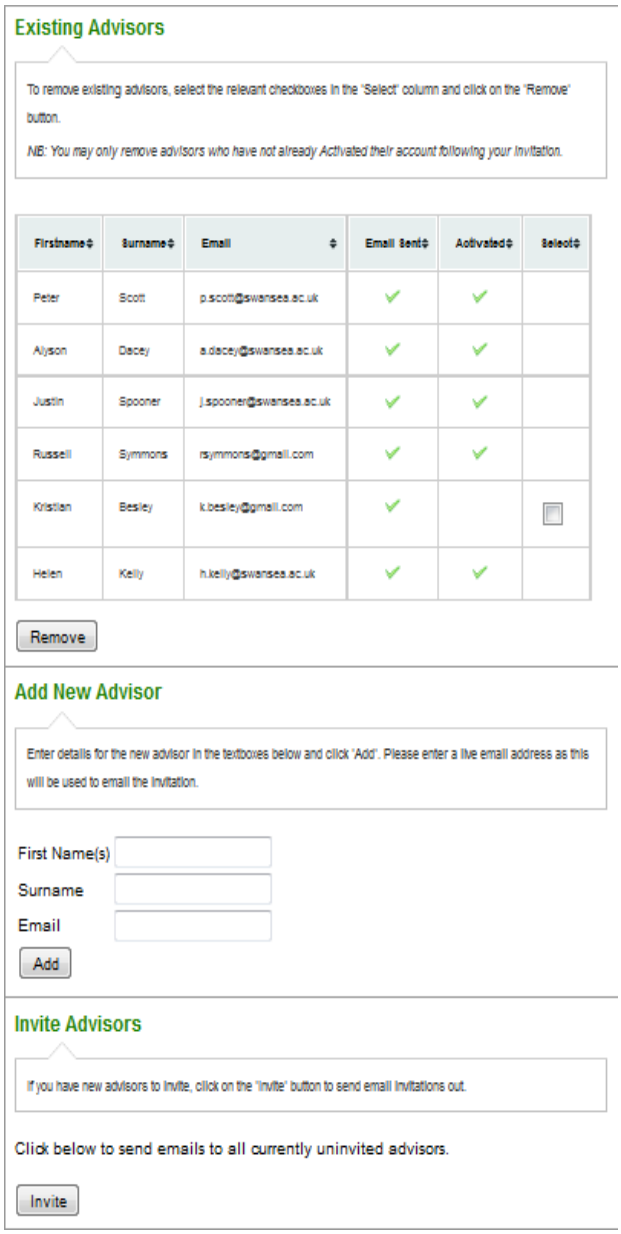
The Advisor will now be added to the list of Existing Advisors.

Repeat this procedure for each advisor you wish to add to the system.

Once you have entered your list of Advisors you must click on the *Invite* button upon which email invitations will be sent to each advisor on the list inviting them to become Advisors on the TRaCIO system.

The table of Existing Advisors illustrates who have been added to the system and to who emails have been sent. Once the Advisor has clicked on the link and accepted the invitation a green tick alongside his/her name will indicate that the Advisor is now **Activated**.

Advisors can be removed from the system but only before they have been activated.



TRaCIO Invitation Email

TRaCIO Invitation

Russell Symmons,

You have been invited by your institutional administrator to join the TRaCIO pilot as an advisor.

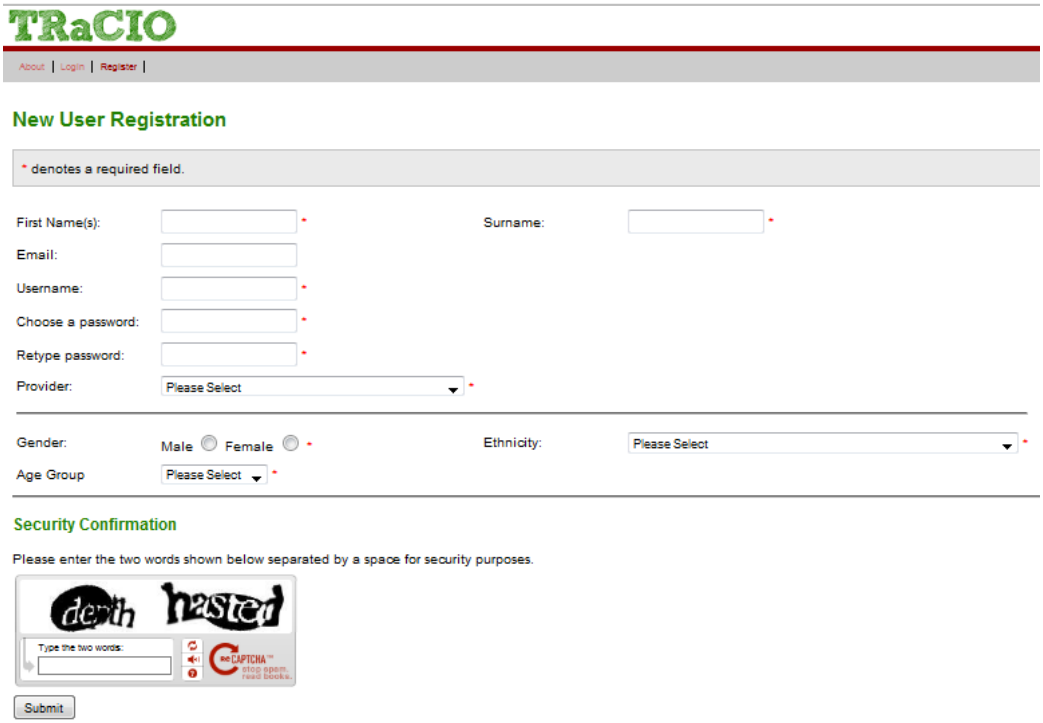
Please click the link below to accept this invite, or copy and paste the web address into your browser:

http://skillbuild.rsc-wales.ac.uk/user_signup.php?ac=4bc71a34ebd6e

Many thanks,

TRaCIO

New User Registration



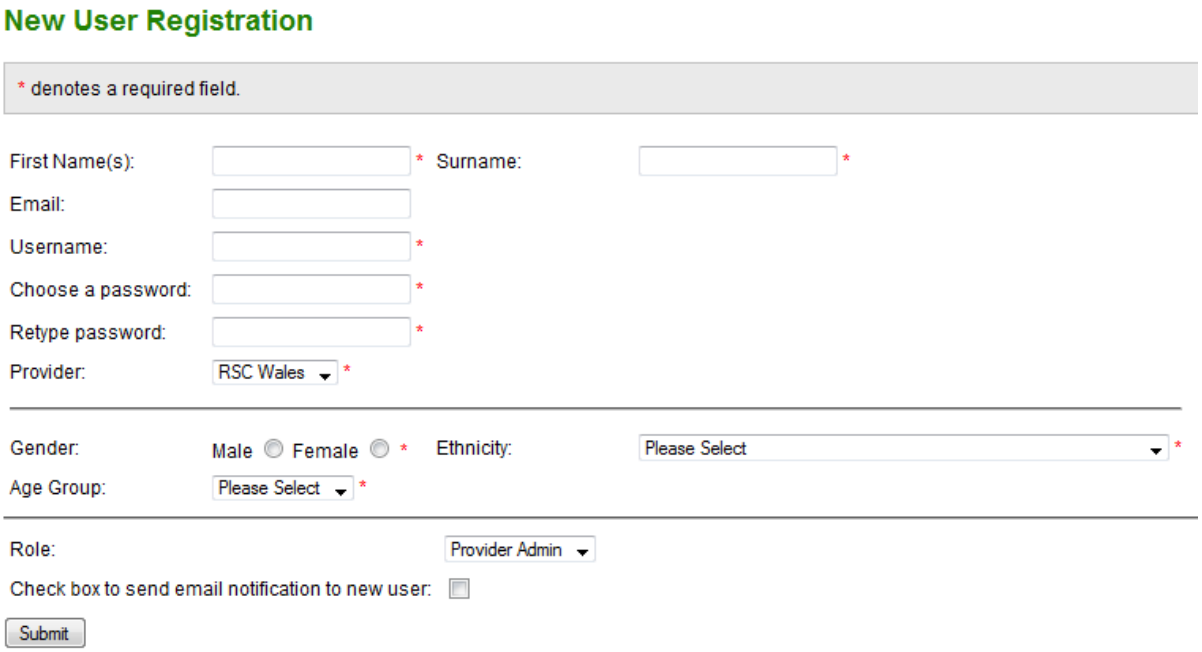
This screen is largely self explanatory and does not require a great deal of clarification. Just a couple of points to mention:

- Email (for Learners) is optional, but if included must be valid and unique.
- Username must be unique.
- If your administrator has set up additional centres and you wish to be associated with a particular centre select it from the centre pull down list. This option will only appear if additional centres have been created.

If duplicate entries are made you will be asked to enter a unique entry. The Captcha or Security Confirmation has been added to stop spammers or bots attempting to access the system. Click the *Submit* button when complete.

The *Provider Administration* is now complete. To add or delete advisors or centres return to the *Provider Admin* screen and use the *Remove* option.

Add New User



This screen is very similar to the New User Registration screen except it adds the functionality for the administrator to determine what role the new user will perform.

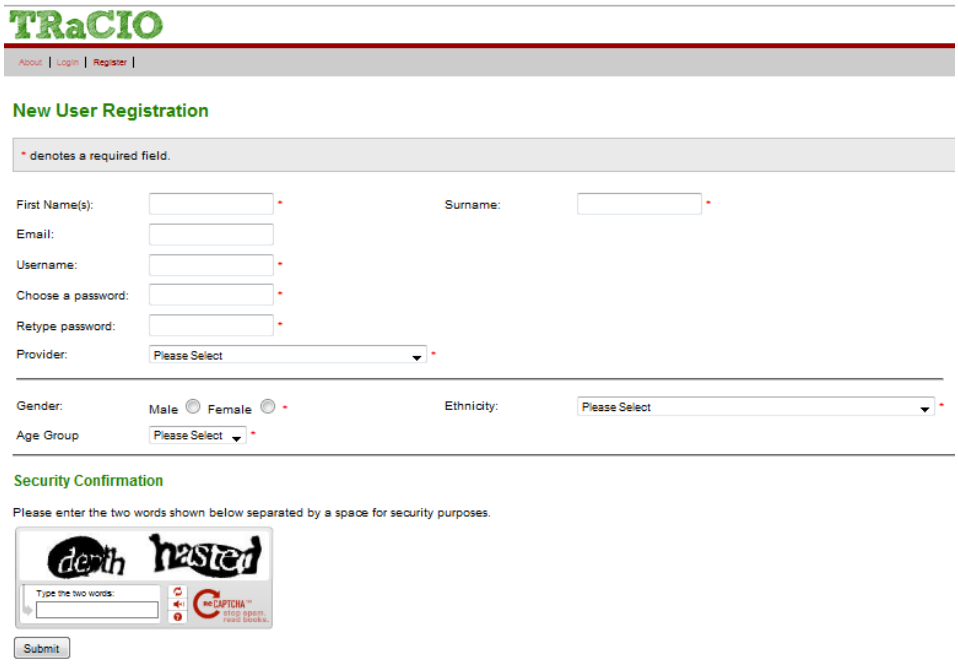
- Provider Admin
- Advisor
- Learner

New Feature (Add New User)
Offers the capability to choose the role that the new user performs

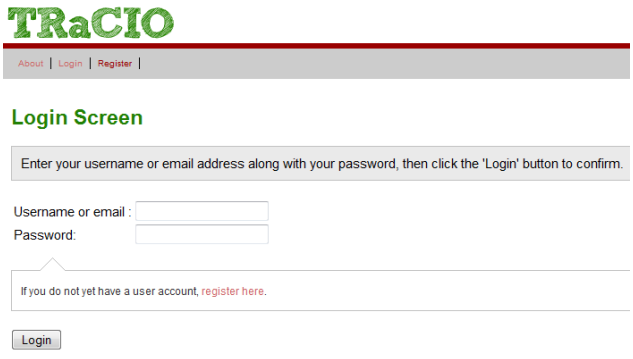
Learner Activity

Each learner must use the *Registration Screen* to register for an account.

The *New User Registration* screen is shown below.



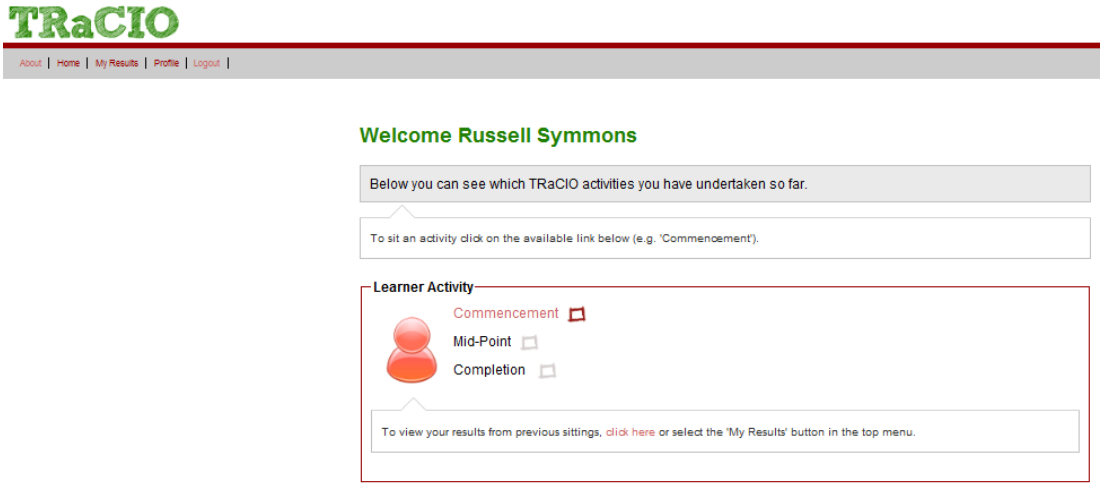
Once an account has been set up the learner can *Login* (see below) and enter the Learner Activity *Home* Screen.


TRaCIO
About | Login | Register |
Login Screen
Enter your username or email address along with your password, then click the 'Login' button to confirm.
Username or email :
Password:
If you do not yet have a user account, register here.
Login

Learner Activity Home Screen

The options available on the learner activity home screen are;

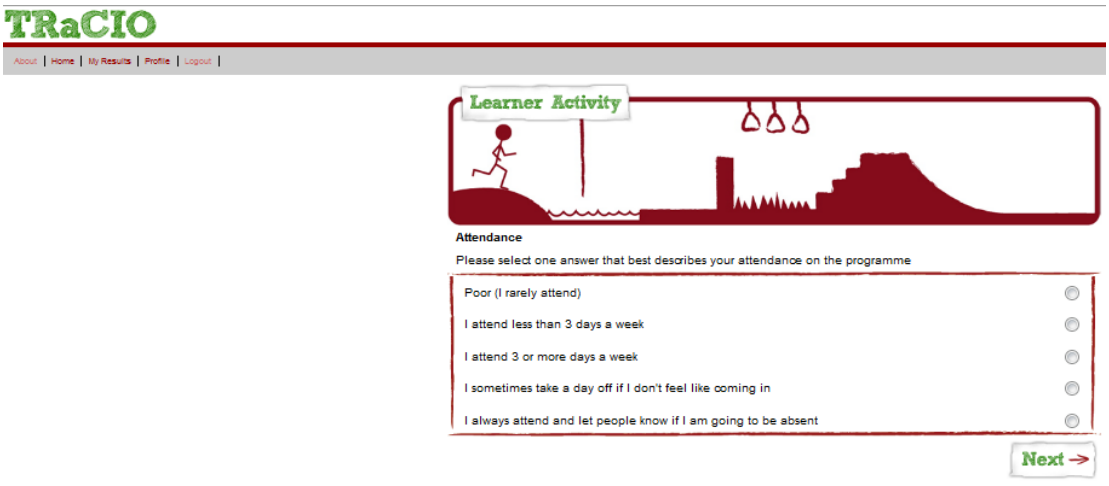
- *Home Screen*: Undertake learner activity
- *My Results*: View results
- *Profile*: Change password or centre


TRaCIO
About | Home | My Results | Profile | Logout |
Welcome Russell Symmons
Below you can see which TRaCIO activities you have undertaken so far.
To sit an activity click on the available link below (e.g. 'Commencement').
Learner Activity
Commencement
Mid-Point
Completion
To view your results from previous sittings, click here or select the 'My Results' button in the top menu.

The toolkit was designed to be compatible with short duration programmes and is designed to accept three learner activities. The activities are not time bound so you can plan on an individual basis who will undertake the activities and when.

- *Commencement*: at or around the first review
- *Mid-Point*: at the mid-point of the programme
- *Completion*: end of programme.

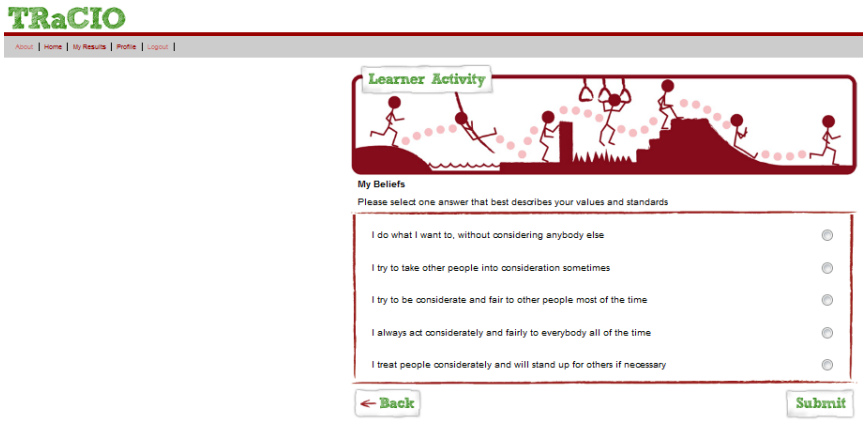
Click on *Commencement* to access the *first* activity.


TRaCIO
About | Home | My Results | Profile | Logout |
Learner Activity
Attendance
Please select one answer that best describes your attendance on the programme
Poor (I rarely attend)
I attend less than 3 days a week
I attend 3 or more days a week
I sometimes take a day off if I don't feel like coming in
I always attend and let people know if I am going to be absent
Next

Learners self-assess themselves against a series of statements relating to the following themes (see **Appendix 1** at the end of the guide for a complete list of the statements).

- Attendance
- Timekeeping
- Relationships
- Participation
- Self-esteem
- Working with others
- Beliefs and responsibilities

On completion of the questions the learner is prompted to *Submit* their responses.


TRaCIO
Learner Activity
My Beliefs
Please select one answer that best describes your values and standards
I do what I want to, without considering anybody else
I try to take other people into consideration sometimes
I try to be considerate and fair to other people most of the time
I always act considerately and fairly to everybody all of the time
I treat people considerately and will stand up for others if necessary
Back
Submit

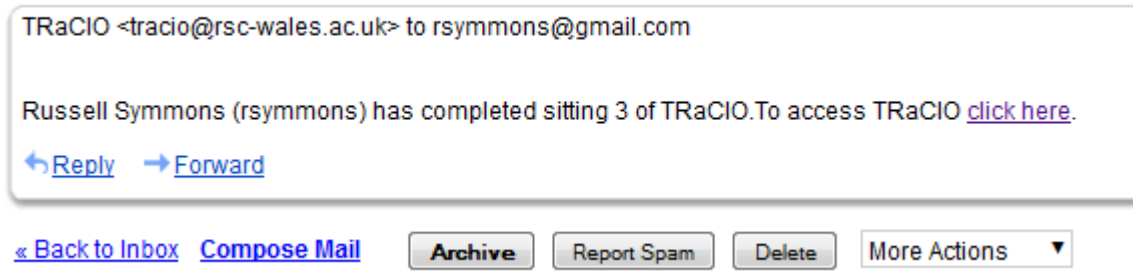
and enters the *Activity Completed* screen.

New Feature (Email notifications sent)

When the learner has completed an activity an email is sent to the advisor associated with the learner prompting him/her that the learner has completed the activity and that they have to reciprocate by completing their activity on behalf of the learner.

If no advisor is associated with the learner emails will be sent to all advisors.

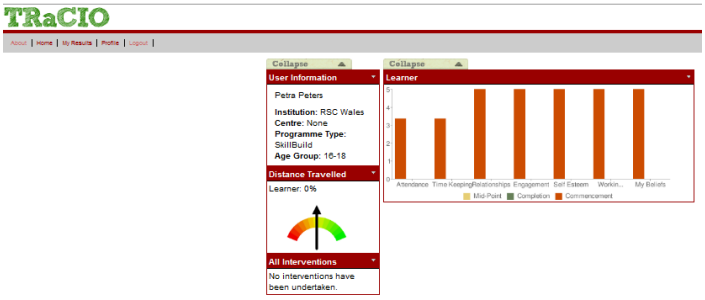
TRaCIO Notification



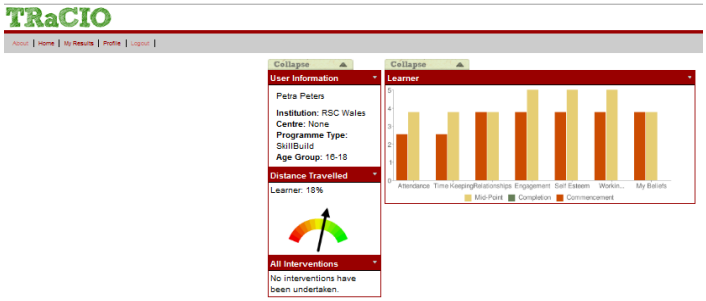
Learner Results

Selecting the *My Results* option from the top menu will illustrate one of the following, dependant on which activity has been undertaken.

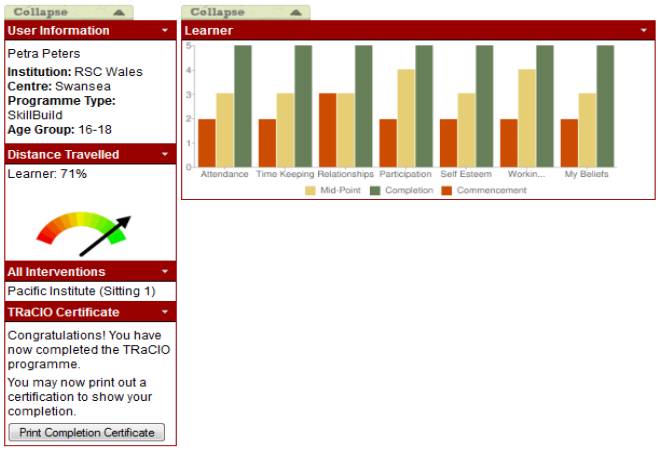
Commencement



Mid-Point



End



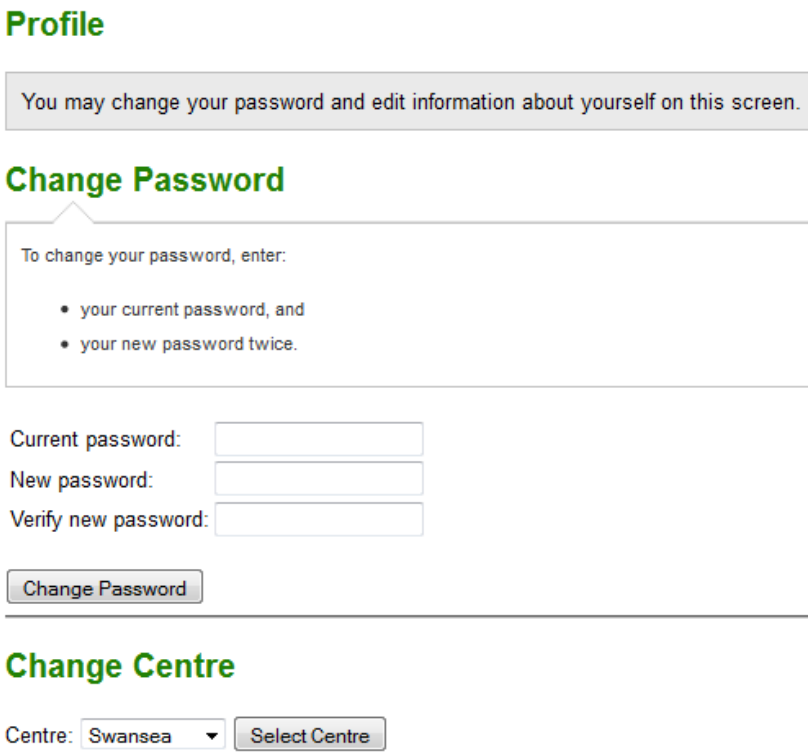
The calculation used to display distance travelled is accumulative and will re-calculate each time a new activity is undertaken. Needless to say for the first activity there will be no distance travelled. Subsequent activities will compare the responses with the previous activity and calculate a percentage representing distance travelled. (See Appendix 2 for calculation methodology)

New Feature (Print Completion Certificate)

On completion of the 3 activities the learner will have the option of printing out a *Print Completion Certificate* indicating their soft skills progression.

Learner Profile

The profile option on the menu bar enables the learner to change their password and/or centre.

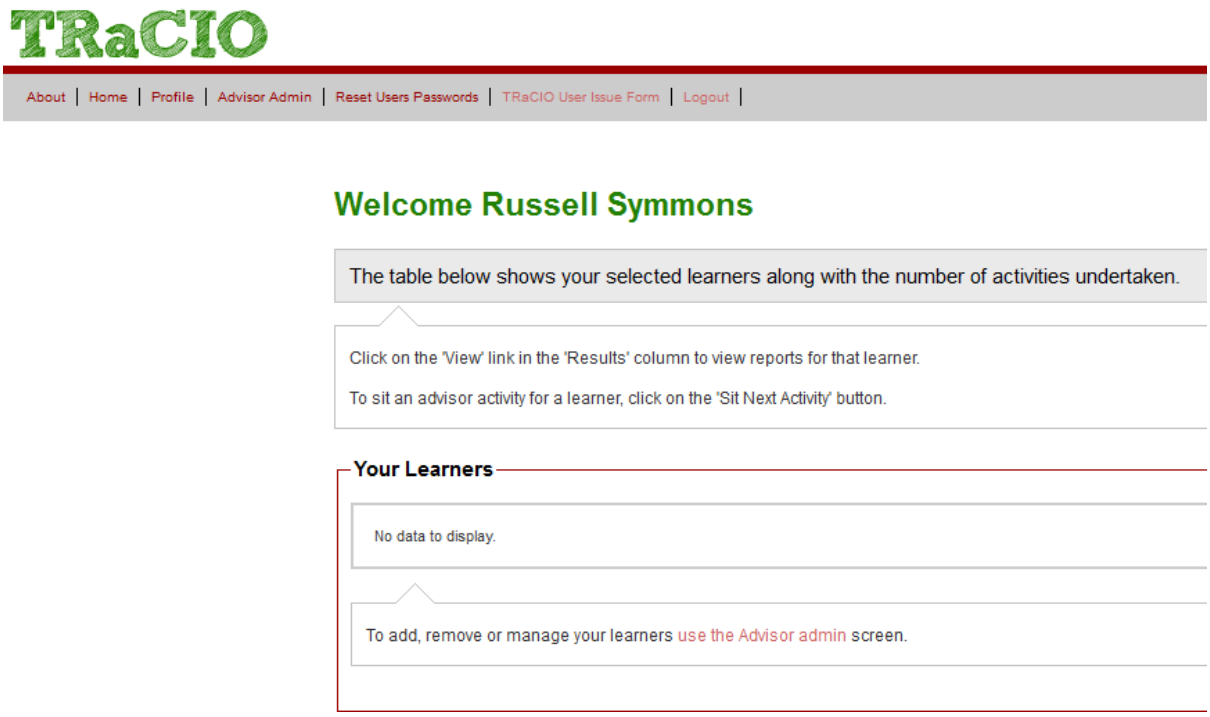


New Feature (Change Centre)

As part of the registration process TRaCIO enables learners and advisors to select the centre they are associated with. Within the Profile (Change Password) option there is now a feature that enables a learner / advisor to change Centres.

Advisor Activity

The illustration below shows the advisor home page with no learners allocated;


TRaCIO
About | Home | Profile | Advisor Admin | Reset Users Passwords | TRaCIO User Issue Form | Logout |
Welcome Russell Symmons
The table below shows your selected learners along with the number of activities undertaken.
Click on the 'View' link in the 'Results' column to view reports for that learner.
To sit an advisor activity for a learner, click on the 'Sit Next Activity' button.
Your Learners
No data to display.
To add, remove or manage your learners use the Advisor admin screen.

When an advisor first logs in to the system it will report *no data to display*. The procedure for allocating learners to an advisor account is explained below.

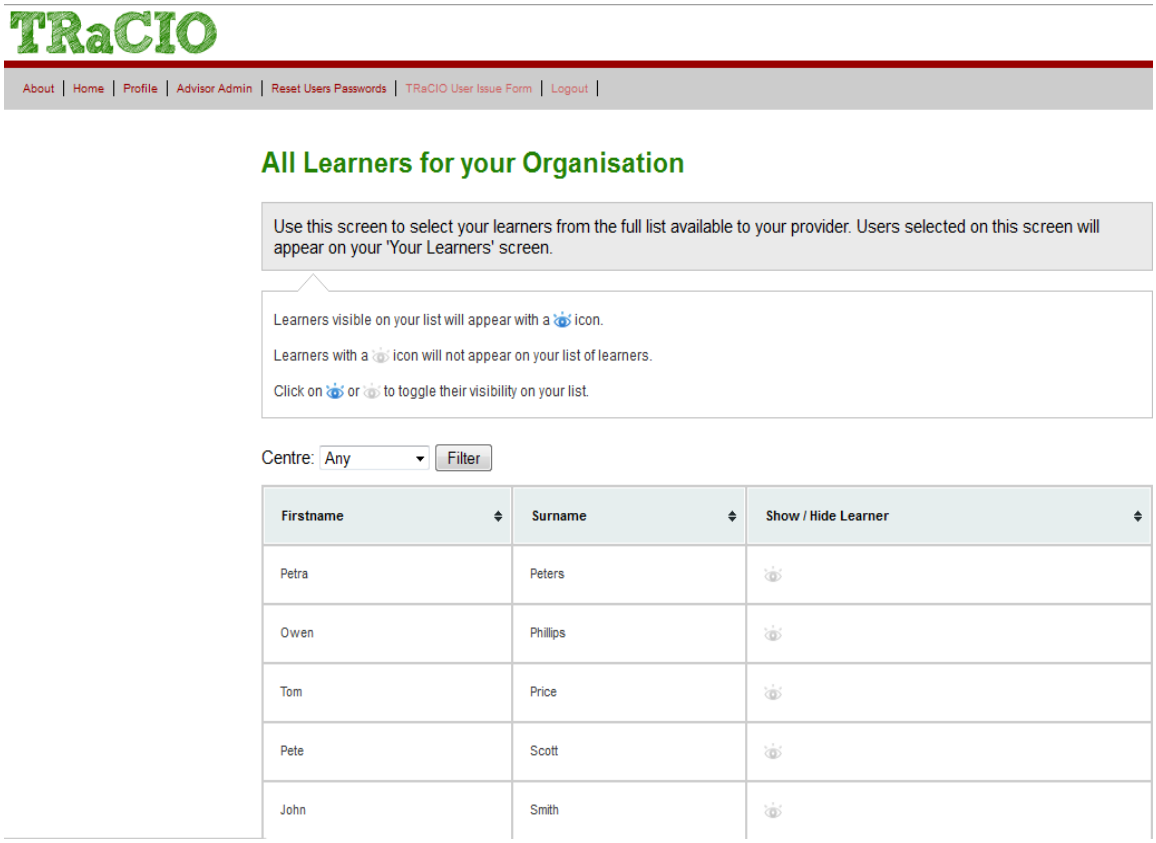
The menu options available on the advisor home screen are;

- *Profile*: enable you to change a password and/or centre
- *Advisor Admin*: enables an advisor to select/deselect learners
- *Reset User Passwords*: enables the advisor to reset learner passwords
- *TRaCIO User Issue Form*: enable the advisor to report any issues

The Profile or change password and/or centre option is the same as previously explained for the learner.

Allocating Learners to Advisors

To allocate learners to an advisor select *Advisor Admin* from the menu bar, the following screen will appear.


TRaCIO
About | Home | Profile | Advisor Admin | Reset Users Passwords | TRaCIO User Issue Form | Logout |
All Learners for your Organisation
Use this screen to select your learners from the full list available to your provider. Users selected on this screen will appear on your 'Your Learners' screen.
Learners visible on your list will appear with a icon.
Learners with a icon will not appear on your list of learners.
Click on or to toggle their visibility on your list.
Centre: Any
Filter
Firstname
Surname
Show / Hide Learner
Petra
Peters
Owen
Phillips
Tom
Price
Pete
Scott
John
Smith

The screen will show a list of all learners who have registered to your organisation and who have completed at least one activity.

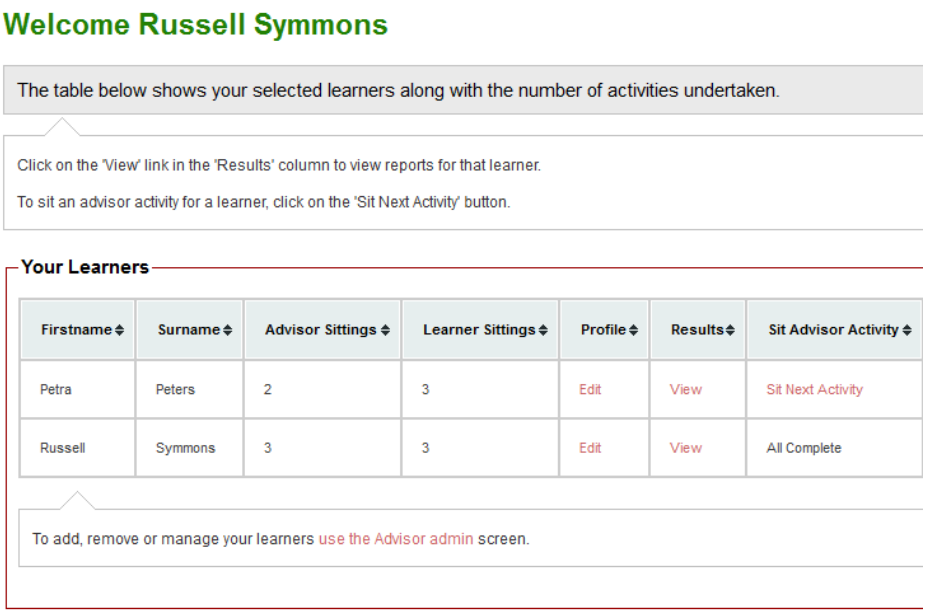
Note any learners who have registered for an account but have not undertaken an activity will not appear here.

To select a learner click on the symbol and the learner will be allocated to you. Please note, this is a toggle button so you can select or deselect using the same symbol. Once you have selected your learners return to the *Home* page to view your list of learners.

New Feature (Choose learners by Centre option)

The *Centre* and *Filter* button combination will enable you display either all learners or learners by a particular centre.

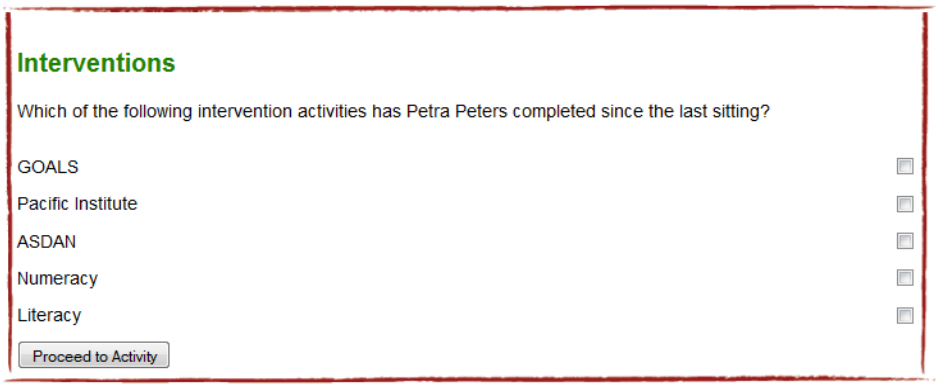
Advisor Home Page



- Columns 1 & 2 show the names of the learners you have selected to be assigned to your account;
- Column 3 shows the number of times you have completed an activity on behalf of a learner;
- Column 4 shows the number of times a learner has undertaken an activity;
- Column 5 enables you to edit the learners profile
- Column 6 allows you to view the individual results for a learner; and
- Column 7 enables an advisor to undertake the next activity on behalf of a learner.

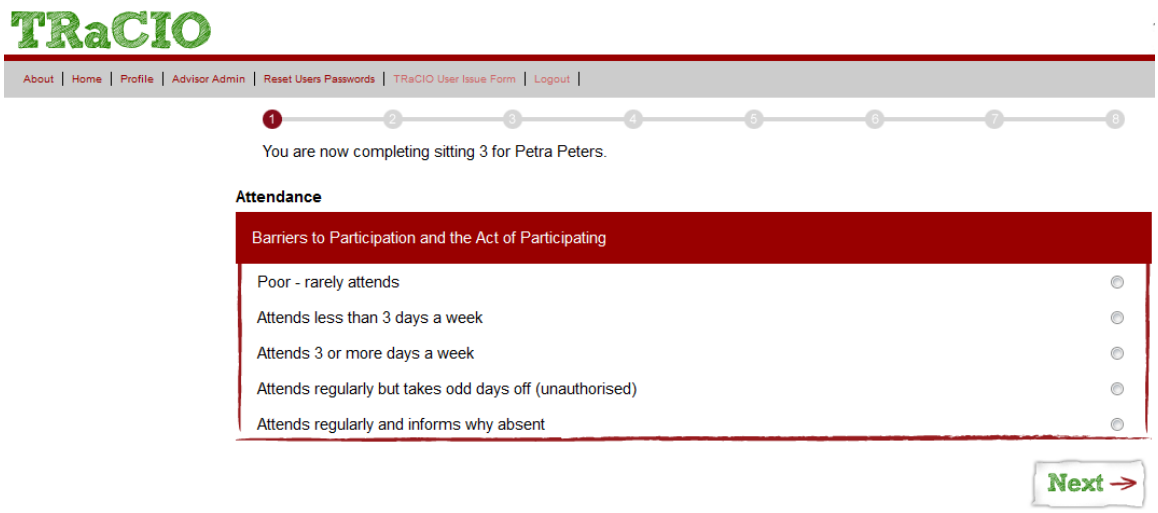
Sit Next Activity

When the advisor selects *Sit Next Activity* the first thing he/she is required to do is state whether the learner has undertaken any of the stated motivational activity(s) using the screen shown below. This is used for information only and will appear on the results screen.

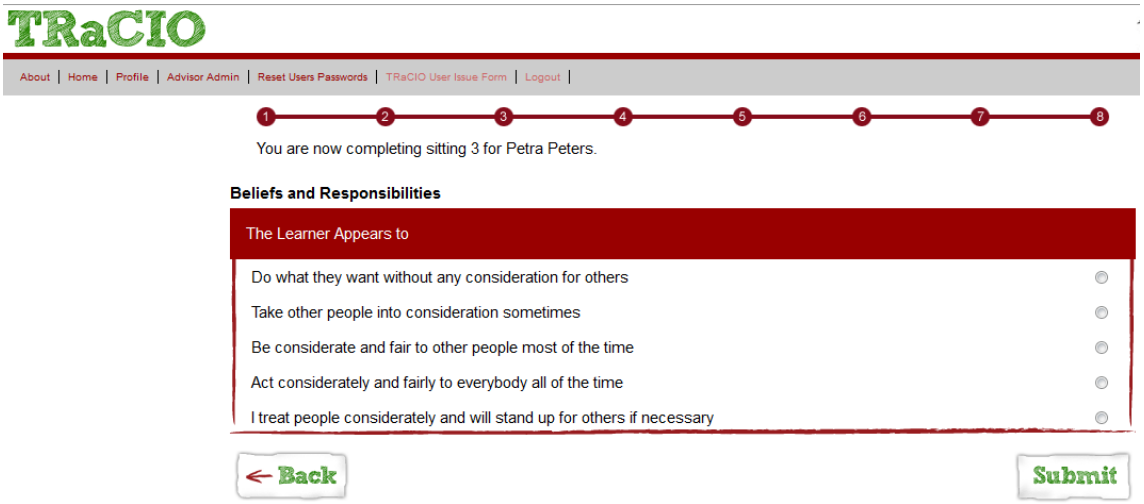


Click on *Proceed to Activity* to move on.

The advisor activity screen is different from the learner screen in that there is a simplified progress indicator.


TRaCIO
About | Home | Profile | Advisor Admin | Reset Users Passwords | TRaCIO User Issue Form | Logout |
1 2 3 4 5 6 7 8
You are now completing sitting 3 for Petra Peters.
Attendance
Barriers to Participation and the Act of Participating
Poor - rarely attends
Attends less than 3 days a week
Attends 3 or more days a week
Attends regularly but takes odd days off (unauthorised)
Attends regularly and informs why absent
Next

On completion of the activity select the *Submit* button.


TRaCIO
About | Home | Profile | Advisor Admin | Reset Users Passwords | TRaCIO User Issue Form | Logout |
1 2 3 4 5 6 7 8
You are now completing sitting 3 for Petra Peters.
Beliefs and Responsibilities
The Learner Appears to
Do what they want without any consideration for others
Take other people into consideration sometimes
Be considerate and fair to other people most of the time
Act considerately and fairly to everybody all of the time
I treat people considerately and will stand up for others if necessary
Back
Submit

The submit button will return you to the Home Screen from which you can review the results.

New Feature (Learners Name Displayed)

The learners name is now shown on the screen when the advisor is undertaking activity

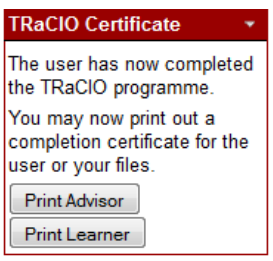
Advisor Results

The *Advisor Results* screen has several blocks:

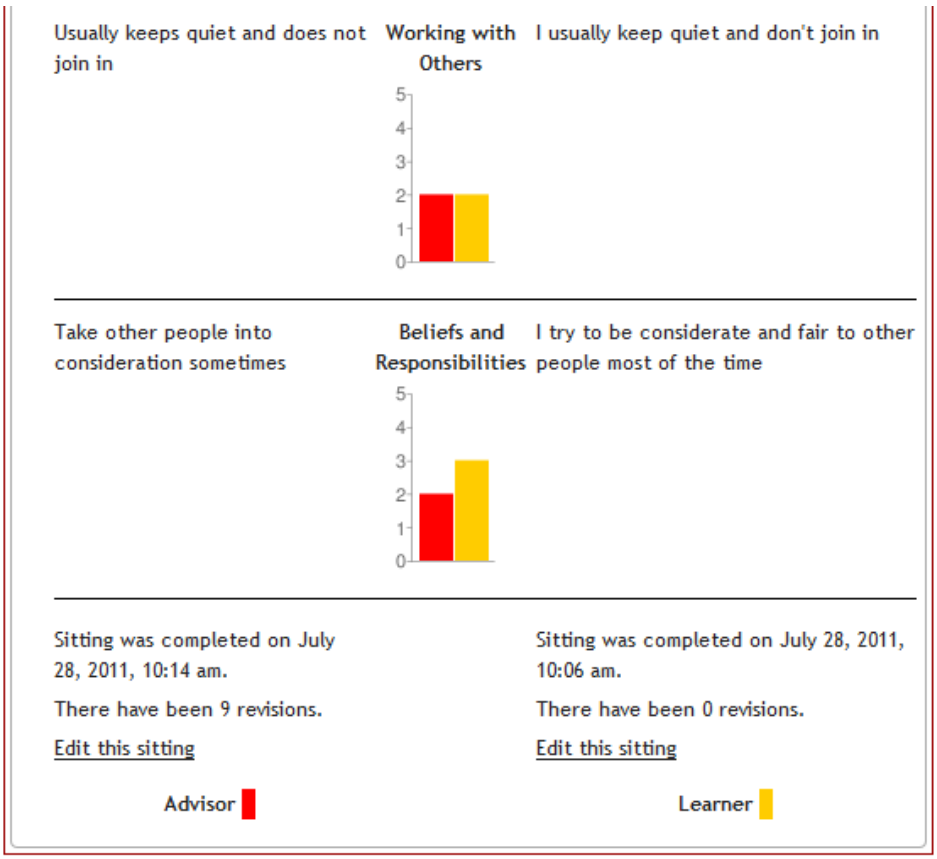
- **User Information**: This block contains information specific to the learner.
- **Distance Travelled**: This block contains a graphical representation of the questions answered. The calculation is accumulative and will re-calculate for each activity.
- **All Interventions**: Indicates whether the learner has completed any motivational activities.
- **TRaCIO Certificate**: Enables advisor to print out a certificate on behalf of the learner. This option is only available when all activities have been completed.
- **Learner**: Graphical representation of learner responses to each set of questions.
- **Advisor**: Graphical representative of advisor responses to each set of questions.
- **User Answers**: A breakdown of learner and advisor individual responses.

New Feature (Completion Certificate)

A new block has been added to the Advisor results screen that gives the advisor the option of printing a completion certificate for the learner based on the input of either the learner or advisor.


TRaCIO Certificate
The user has now completed the TRaCIO programme.
You may now print out a completion certificate for the user or your files.
Print Advisor
Print Learner

The illustration below is the same screen as above but with blocks expanded to show further analysis.



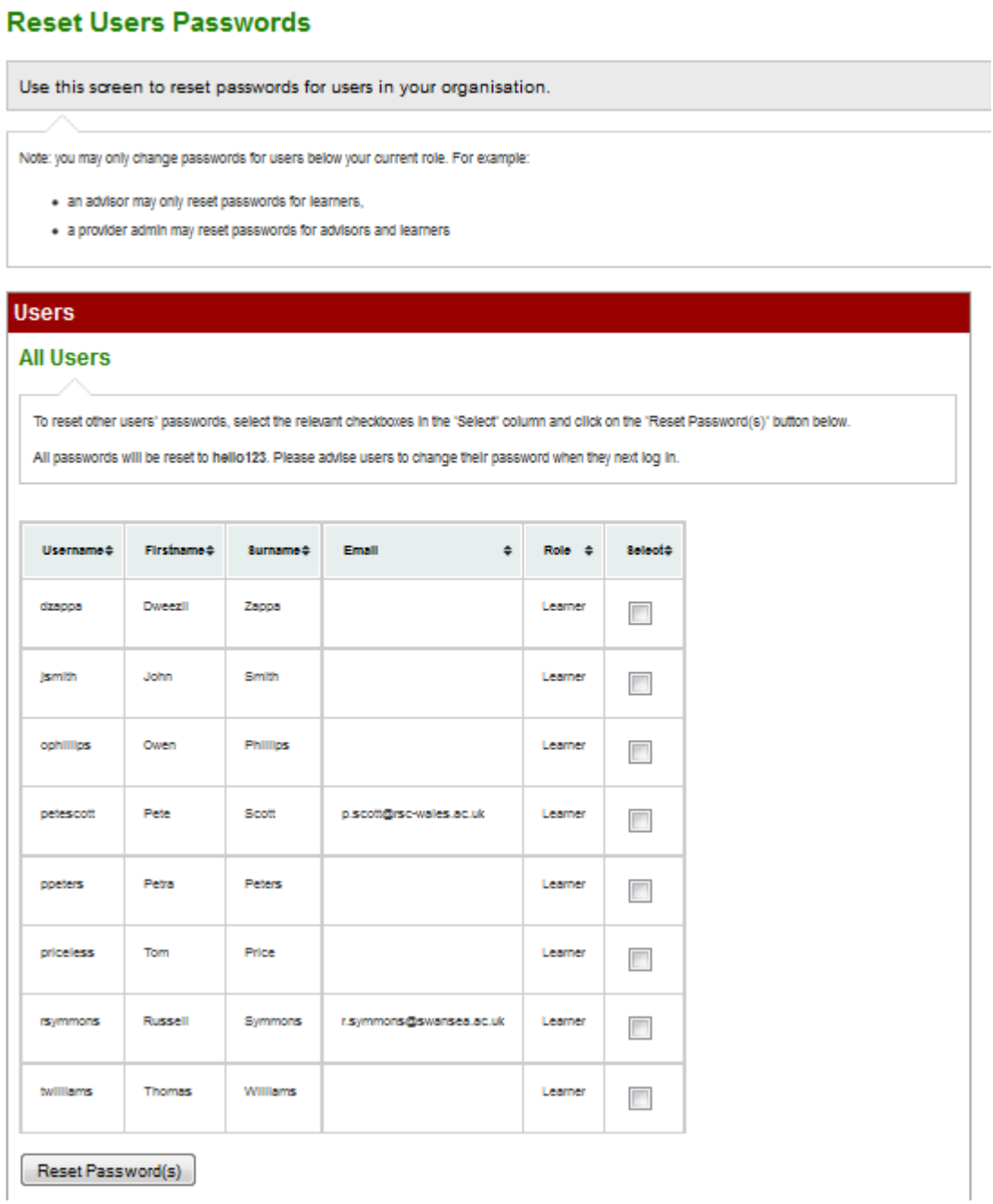
Note that the bottom part of this drop down feature contains a record of the date and time that the learner/advisor completed the activity.

New Feature (Edit this sitting)

An advisor can use the *Edit this Sitting* option to amend any entries to either his/her activities. On selecting this feature the advisor will be taken through the question set again and allowed to edit any incorrect entries.

Reset User Passwords

This feature enables advisors to reset passwords for learners who may have forgotten their login information. The menu option will bring up the following screen

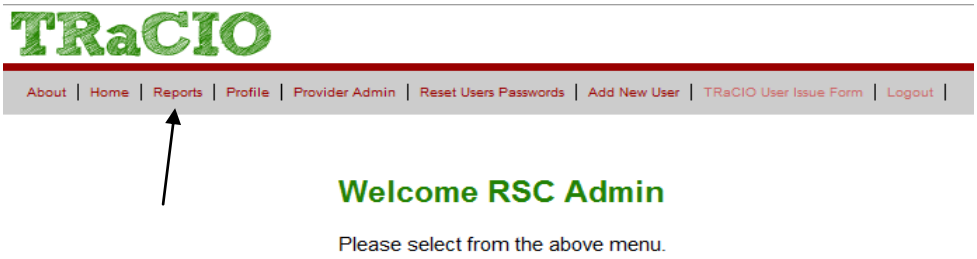


New Feature (Reset User Passwords)

Put a tick in the box of the learner whose password you wish to reset and click on the *Reset Passwords* button. All passwords will be reset to hello123 and you should advise the learner that they are to change their password the next time they login to the system.

Reports

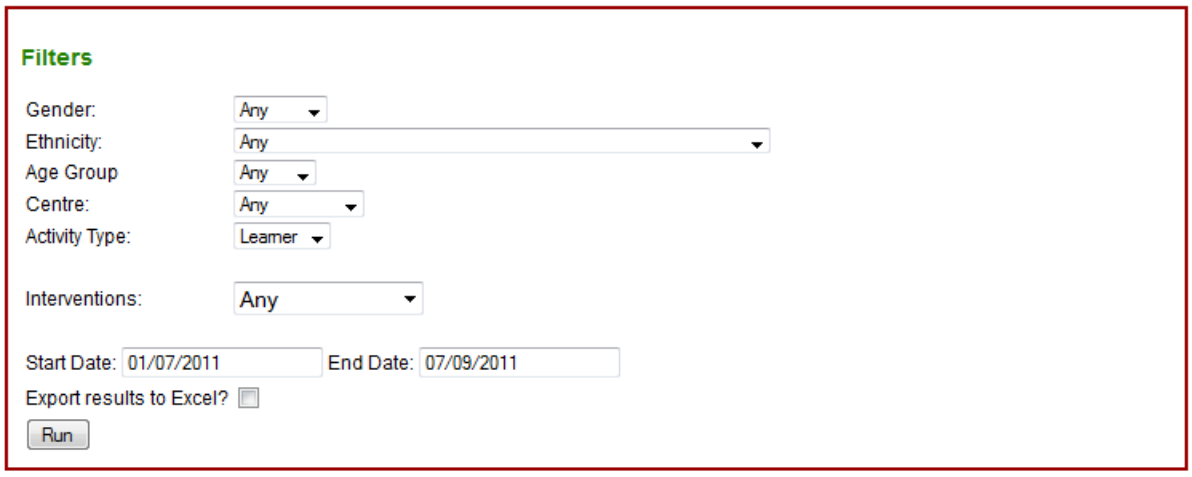
The reporting section is accessed from the administrator's login.


TRaCIO
About | Home | Reports | Profile | Provider Admin | Reset Users Passwords | Add New User | TRaCIO User Issue Form | Logout |
Welcome RSC Admin
Please select from the above menu.

The screen is split into *Filters* and *Results*.

Filters

The filter section of the toolkit enables the administrator to produce reports based on the following criteria: Gender, Ethnicity, Age Group, Centre, Activity Type, Intervention and Range of Dates. The Filter Criteria box shows the options you have chosen.



New Feature (Export results to Excel)

The filter above will produce a report based on all learners between July 1st 2011 and September 7th 2011. There is no specific requirement for Gender, Ethnicity, Age Group, Centre and Intervention. The Activity Type is set to Learner so the report will return all learners who have done an activity between the given dates. If the Activity type is set to Advisor the report will return a list of learners where Advisors have undertaken activities for the given period.

The choice of Learner or Advisor will determine what results will be presented in the Sittings this Period and Distance this Period columns, see below.

Results

The results section of the reporting screen firstly shows a graphical representation of

the *Average Distance Travelled* for the period you have stated in the Filter Section. This representation is derived from the **Distance this Period** Column (see below)

Secondly a table is shown giving a *User Breakdown* for the chosen categories.

User Breakdown

9 user(s) were found matching the criteria:

Name	Centre	Sittings This Period	Total Sittings	Gender	Ethnicity	Provider	Age Group	Distance This Period	Total Distance Travelled	User Report
Russell Symmons	Swansea	2	2	m	White: British	RSC Wales	25+	75%	75%	View
Owen Phillips	Swansea	2	2	m	White: British	RSC Wales	25+	18%	18%	View
Dweezil Zappa	Swansea	1	2	m	White: British	RSC Wales	25+	0%	7%	View
Petra Peters	Swansea	3	3	f	Mixed: White/Black Caribbean	RSC Wales	16-18	71%	71%	View
Joe Brown	Aberystwyth	3	3	m	White: British	RSC Wales	16-18	46%	46%	View
Ab Smith	Bangor	2	2	m	White: British	RSC Wales	16-18	32%	32%	View
Pat Stevens	Aberystwyth	2	2	f	White: British	RSC Wales	25+	25%	25%	View
Zz Top	Swansea	1	1	m	White: British	RSC Wales	25+	0%	0%	View
Tom Connor	Swansea	2	2	m	White: British	RSC Wales	19-24	25%	25%	View

New Feature (Sittings this Period, Total Sittings, Distance this Period and Total Distance columns added)

This report shows a return of 9 learners across a range of centres.

Sittings this Period: Indicates the number of sittings the learner has undertaken between the dates stated in the filter section of the report.

Total Sittings: Indicates the total number of sitting the learner has undertaken regardless of any dates.

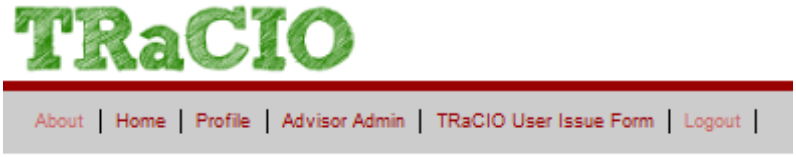
Distance this period: Indicates the distance travelled between the dates stated in the filter section of the report and will relate to the **Sittings this Period** Column.

Total Distance Travelled: Indicates the total distance travelled by the learner regardless of any dates stated in the filter section of the report and relates to the **Total Sittings** Column.

The swingometer will illustrate the average score from the **Distance this Period** Column and will only count instances where more than one activity has taken place.

Taking the example shown above the total of all the percentages is 294 and the number of learners who have done more than one activity is 7. Therefore Average Distance Travelled is equal to 294/7 = 42, hence the value in the swingometer.

TRaCIO User Issues Form



In order that we may gather suggestions that will provide evidence for any further development of the TRaCIO toolkit we have added an extra option to the menu bar seen only by the advisor and admin personnel at your organisation. This offers the opportunity to access an online form enabling you to capture any issues that you may be experiencing whilst using the toolkit:

- *Area / Page*: This refers to what page you are on in the toolkit, try to be as explicit as possible, for example, learner activity, advisor activity, learner results, advisor results, reports, registration etc.
- *Description of Issue*: Please provide a clear explanation of the problem you are having whilst using the toolkit. For example, unexpected results, menu options that don't work, login problems, wrong reports etc.
- *Browser*: Please state which browser, including version number, you are using to access TRaCIO.
- *Organisation*: Please provide your organisation name.
- *Reported by*: Who is reporting the issue
- *Date added*: The date that you are reporting the issue.

Appendix 1

Learner Activity	Advisor Activity
Attendance Please select one answer that best describes your attendance on the programme Poor (I rarely attend) I attend less than 3 days a week I attend 3 or more days a week I sometimes take a day off if I don't feel like coming in I always attend and let people know if I am going to be absent	**Attendance** Barriers to Participation and the Act of Participating Poor – rarely attends Attends less than 3 days a week Attends 3 or more days a week Attends regularly but takes odd days off (unauthorised) Attends regularly and informs why absent
Time Keeping Please select one answer that best describes your time keeping on the programme I am always late I am sometimes late as I have trouble getting up in time I am sometimes late due to personal problems I am sometimes running late but I let people know I am never late	**Time Keeping** Barriers to Participation Always Late Sometimes late as cannot get up in time Sometimes late due to personal problems Sometimes late but informs why Never late
Attendance and Time Keeping Would any of the following issues affect your punctuality and attendance? You can tick more than one I am a carer (child, family or other) Doctors or hospital appointments Accessing support (drug or alcohol programmes etc) Meeting support workers (social workers etc) Transport problems Money problems Commitment and motivation (how you feel about the programme) Other Issues	**Attendance and Time Keeping** Do any of the following issues apply? Carer (child/family/other) Medical (Doctor's and/or hospital appointment Accessing support (drug and/or alcohol misuse etc) Support worker (Social Worker / Youth Worker / Youth Offending Service) Transport problems Money problems Commitment and Motivation (how they feel about the programme) Other Issues

Appendix 1

Learner Activity	Advisor Activity
Relationships Please select one answer that best describes how you get on with people (adults and friends) I find it hard to get on with people I get on quite well with people I know I get on well with people I know I get on quite well with lots of different people in situations I am familiar with I find it really easy to get on very well with all sorts of people, even in situations that are new to me	**Relationships** Getting involved with other people Finds it hard to get on with people Gets on quite well with people he/she knows Gets on very well with people he/she knows Gets on well with lots of different people in situations they are familiar with Finds it easy to get on with all sorts of people, even in situations that are new to them
Participation Please select one answer that best describes how you feel when you have to take part in a new activity I avoid trying new things I'll only try something new if I think I can do it I'll try something new if I have some help I enjoy trying out something new if it comes my way I am always on the look for something new to try	**Participation** Getting involved with new activities Avoids trying new things Only tries something new if they think they can do it Will try something new if help is provided Enjoys trying out something new if the opportunity arises Is always on the lookout for something new to try
Self Esteem Please select one answer that best describes what you think of yourself I'm not good at anything I'm not too bad at some things I think I am quite an average sort of person I know what I'm good at I know what I'm good at and know how to improve myself	**Self Esteem** Presents themselves as someone who believes that they Are not good at anything Are not too bad at some things Are quite an average sort of person Know what they are good at Know what they are good at and how to improve

Appendix 1

Learner Activity	Advisor Activity
Working with Others Please select one answer that best describes your behaviour when working in a group I tend to disrupt the group I usually keep quiet and don't join in I join in a little and will do what I'm asked I make suggestions and offer to take on various tasks I often lead the group and encourage everybody to join in	**Working with Others** Behaviour in a group Tends to disrupt the group Usually keeps quiet and does not join in Joins in occasionally and will do what they are asked to Makes suggestions and offers to take on various tasks Often leads the group and encourages others to take part
My Beliefs Please select one answer that best describes your values and standards I do what I want to, without considering anybody else I try to take other people into consideration sometimes I try to be considerate and fair to other people most of the time I always act considerately and fairly to everybody all of the time I treat people considerately and will stand up for others if necessary	**Beliefs and Responsibilities** The learner appears to Do what they want without any consideration for others Take other people into consideration sometimes Be considerate and fair to other people most of the time Act considerately and fairly to everybody all of the time Treat people considerately and will stand up for others if necessary

Appendix 2

TRaCIO Distance Travelled Calculation

The calculations used to generate the distance travelled are described below;

- With just the **Commencement** activity complete there is no distance travelled
- With **Commencement** and **Mid-Point** complete the calculation is (Mid-Point – Commencement)
- With **ALL** sittings complete the calculation is (Completion – Mid-Point) + (Mid-Point – Commencement)

Example 1

Sitting	**Q1**	**Q2**	**Q4**	**Q5**	**Q6**	**Q7**	**Q8**
Commencement	2	2	2	2	2	2	2
Mid-Point	4	4	4	4	4	4	4
Completion	3	3	3	3	3	3	3
Question Score	1	1	1	1	1	1	1

Combined Score 7 (This is a sum of all the Question Scores combined. This score can range between -28 and +28, see below)

Distance Travelled 25% (Combined Score divided by 28 multiplied by 100 = 7/28*100)

Example 2

Sitting	**Q1**	**Q2**	**Q4**	**Q5**	**Q6**	**Q7**	**Q8**
Commencement	1	1	1	1	1	1	1
Mid-Point	2	2	2	2	2	2	2
Completion	5	5	5	5	5	5	5
Question Score	4	4	4	4	4	4	4

Combined Score 28 (This is a sum of all the question scores combined) and 100%

Example 3

Sitting	Q1	Q2	Q4	Q5	Q6	Q7	Q8
Commencement	5	5	5	5	5	5	5
Mid-Point	2	2	2	2	2	2	2
Completion	1	1	1	1	1	1	1
Question Score	-4	-4	-4	-4	-4	-4	-4

Combined Score -28 (This is a sum of all the question scores combined) and -100%

Example 4

Sitting	Q1	Q2	Q4	Q5	Q6	Q7	Q8
Commencement	1	2	1	3	2	1	3
Mid-Point	2	2	3	4	2	3	3
Completion	4	4	3	4	4	3	4
Question Score	3	2	2	1	2	2	1

Combined Score 13 (This is a sum of all the question scores combined)

Distance Travelled 13/28*100 = 46% (Combined Score divided by 28 multiplied by 100)

New Features

New Feature (Email notifications sent – Page 10)
When the learner has completed an activity an email is sent to the advisor associated with the learner prompting him/her that the learner has completed the activity and that they have to reciprocate by completing their activity on behalf of the learner. If no advisor is associated with the learner emails will be sent to all advisors.

New Feature (TRaCIO Certificate – Page 12)
On completion of the 3 activities the learner will have the option of printing out a Print Completion Certificate indicating their soft skills progression.

New Feature (Change Centre – Page 13)
As part of the registration process TRaCIO enables learners and advisors to select the centre they are associated with. Within the Profile (Change Password) option there is now a feature that enables a learner / advisor to change Centres.

New Feature (Advisor Admin – Page 15)
The *Centre* and *Filter* button combination will enable you display either all learners or learners by a particular centre.

New Feature (TRaCIO Certificate – Page 18)
A new block has been added to the Advisor results screen that gives the advisor the option of printing a completion certificate for the learner based on the input of either the learner or advisor.

New Feature (Edit Sittings – Page 19)
An advisor can use the *Edit this Sitting* option to amend any entries to either his/her activities. On selecting this feature the advisor will be taken through the question set again and allowed to edit any incorrect entries.

New Feature (Learners Name – Page 17)
The learners name is now shown on the screen when the advisor is undertaking activity

New Feature (Reset User Passwords – Page 20)
Put a tick in the box of the learner whose password you wish to reset and click on the *Reset Passwords* button. All passwords will be reset to hello123 and you should advise the learner that they are to change their password the next time they login to the system.

New Feature (Export Reports to Excel – Page 21)
There is now an option to export the output of the query to an Excel spreadsheet.

New Feature (Addition of Provider and Centre columns – Page 22)
Additional columns have been added to the reporting output.

New Feature (Add New User – Page 7)
Offers the capability to choose the role that the new user performs